

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0292-2021-0002

## Request for Records Disposition Authority

Records Schedule Number DAA-0292-2021-0002

Schedule Status Returned Without Action

Agency or Establishment Administration for Children and Families

Record Group / Scheduling Group Records of the Administration for Children and Families

Records Schedule applies to Major Subdivision

Major Subdivision Children's Bureau

Schedule Subject Child Welfare Information Gateway Websites

Internal agency concurrences will be provided No

Background Information The mission of the Children's Bureau's (CB) clearinghouse, Child Welfare Information Gateway Website, is to serve as a national central repository on child abuse and neglect, child welfare, adoption, and other related information. The services required include collection, analysis, and maintenance of materials; planning, researching, and writing new and revised resource materials and related products to include policy manuals; website, database, and information technology development and management, including the CB and Child Welfare Information Gateway websites; knowledge management; storing, packaging, developing, and distributing publications; outreach and marketing; and information dissemination and distribution. The CB platform represents the characteristics of a traditional clearinghouse with toll-free telephone line(s), website, and publication development and distribution.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	2

### GAO Approval

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Request for Records Disposition Authority

Records Schedule: **DAA-0292-2021-0002**

## Outline of Records Schedule Items for DAA-0292-2021-0002

Sequence Number	
1	Child Welfare Policy Manual Disposition Authority Number: DAA-0292-2021-0002-0001
2	Publicly Available Content Disposition Authority Number: DAA-0292-2021-0002-0002

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Records Schedule: **DAA-0292-2021-0002**

## Records Schedule Items

Sequence Number	
1	<p><b>Child Welfare Policy Manual</b></p> <p>Disposition Authority Number      <b>DAA-0292-2021-0002-0001</b></p> <p>The Child Welfare Policy Manual contains all relevant policies about child abuse and neglect and child welfare. The database provides a restricted user group from the Children's Bureau Division of Policy the ability to search the entire Child Welfare Policy Manual, or a section of it, via a keyword or phrase. The Child Welfare Policy Manual is a restricted site with limited access to Children's Bureau Policy Division staff and admin users only. Its contents are intended for use by Children's Bureau Policy Division staff only. The site contains historical information used by the Policy Division to provide context on policy decisions. The tool is accessed by four internal users.</p> <p>Final Disposition      Temporary</p> <p>Item Status      Withdrawn</p> <p>Is this item media neutral?      Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?      Yes</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      Cut off upon determination content is obsolete</p> <p>Retention Period      Destroy 3 year(s) after Cut Off</p> <p><b>Additional Information</b></p> <p>GAO Approval      Not Required</p>
2	<p><b>Publicly Available Content</b></p> <p>Disposition Authority Number      <b>DAA-0292-2021-0002-0002</b></p> <p>Content related to the Children's Bureau mission of promoting child welfare information is accessible to the public and includes: • Monthly e-news digest • Recent news • Publications • Summaries of information • Blog posts • Images • Videos • Infographics • Announcements • Regulatory statutes • Aggregated state resources</p> <p>Final Disposition      Temporary</p>

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Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off upon determination content is obsolete.
Retention Period	Destroy 3 year(s) after Cut Off
Additional Information	
GAO Approval	Not Required

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## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
04/29/2021	Certify	Audrey Story	Director, Portfolio Management, and Governance	OCIO - ACF
06/23/2021	Return for Revision	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
06/28/2021	Submit For Certification	Audrey Story	Director, Portfolio Management, and Governance	OCIO - ACF
06/28/2021	Certify	Audrey Story	Director, Portfolio Management, and Governance	OCIO - ACF
03/01/2022	Return for Revision	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
03/25/2022	Return Without Action	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3

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